

## DIRECTIONS AND EXPLANATIONS.

This book contains-

First.—A RECORD OF ADMISSIONS AND DISCHARGES.

Second .- A REGISTER, for noting Attendance, Absence, Tardiness, Scholarship, and Deportment.

Third.—A DIARY, for entering the attendance, number belonging, &c., each forenoon and afternoon, through the month, for convenience in obtaining and recording the Monthly Averages, &c.; also a blank for recording the Teacher's Time, and a Record for Visitors.

All entries in this Book should be made with ink, and in a plain handwriting; also with neatness and care, for preservation.

## TO KEEP THE RECORD OF ADMISSIONS AND DISCHARGES:

Enter each Pupil's name as received, with the other items of information called for at the heads of the several columns.

At the first opening of a School this Record should be written on a loose sheet of paper, and after the membership of the School has become in a degree settled copy the names, &c., into the book.

## TO KEEP THE REGISTER:

1. Fill the blanks in the line at the top of the page, with the proper designation of the School, as "Primary," "Secondary," or "Grammar," as the case may be; then the number of the School, if it has one; the month and year; and the Teacher's name.

2. In the blank space immediately under the days of the week, write the days of the month.

8 In the first column number the Pupils as they are enrolled. (After the first month they should be enrolled in the order of their "relative standing.") In the second column place the Pupils' names; in the third their ages in years.

4. Marks relating to attendance should be made in the lower part of the space for the day. For absence in the forenoon, write a in the left-hand corner; for absence in the afternoon, write a in the right-hand corner; if the absence is caused by sickness, place a dot over the à. For tardiness, write t; and for dismissal, before the duties of the session are completed, write d—at the left for morning, at the right for afternoon. A blank in the lower part of the space will denote full attendance.

5. When a new Pupil is entered, mark "E." in the space for that day; if suspended, write S.; if restored, R.; if expelled, "Ex."

6. In estimating the "merits" of each Scholar, full attendance will count 4; absence half a day, deducts 2; tardiness, deducts 1; dismissal before the completion of duties, deducts 1.

7. Marks relating to scholarship will be placed in the upper left-hand corner of the space. Perfect recitations in all the branches studied by the Pupil will count 4 merits for each day. Failures or defects will reduce the amount to 3, 2, 1, or 0, according to their nature. (Fig. In estimating scholarship, the Teacher should always regard the efforts or endeavors of the Pupil, as well as actual attainments.)

8. Marks relating to deportment will be placed in the upper right-hand corner. Faultless behavior will count 4 merits for each day. Faulty conduct will be graduated as 3, 2, 1, or 0, according to its nature. Tardiness more than fifteen minutes, without good excuse, deducts 2. Serious misconduct may be noted as —1, —2, &c., according to its aggravation; such demerits being subtracted from the sum of merits for the month.

Either small figures or dots may be used in noting scholarship and deportment.

9. At the end of the month the merits for "attendance," "scholarship," and "deportment" will be severally summed up (demerits being subtracted, if any) and placed each in the appropriate column, under "summary." For a month of 20 school days, the highest number attainable under each head will be 80; total, 240. For a shorter month it will be less. The Pupil who has the highest number of credits will rank as No. 1 for the next month, and be so noted in the column of "relative standing;" the next highest, No. 2, and so on. Should two or more obtain the same number, rank them in alphabetical order. It will be well, if practicable, that the Pupils should sit in the school-room in the order of their relative standing for the month.

10. The highest number attainable for the month should be written at the head of each summary column, to indicate the standard of excellence. With this each Pupil's attainments can then be readily compared.

## TO KEEP THE DIARY:

1. In the first column note the day of the month; in the second the day of the week (Monday, Tuesday, &c.); and in the other columns the numbers admitted, left, &c., each day; the numbers present, absent, and belonging each forenoon and afternoon. This should be done before leaving the school-room each day.

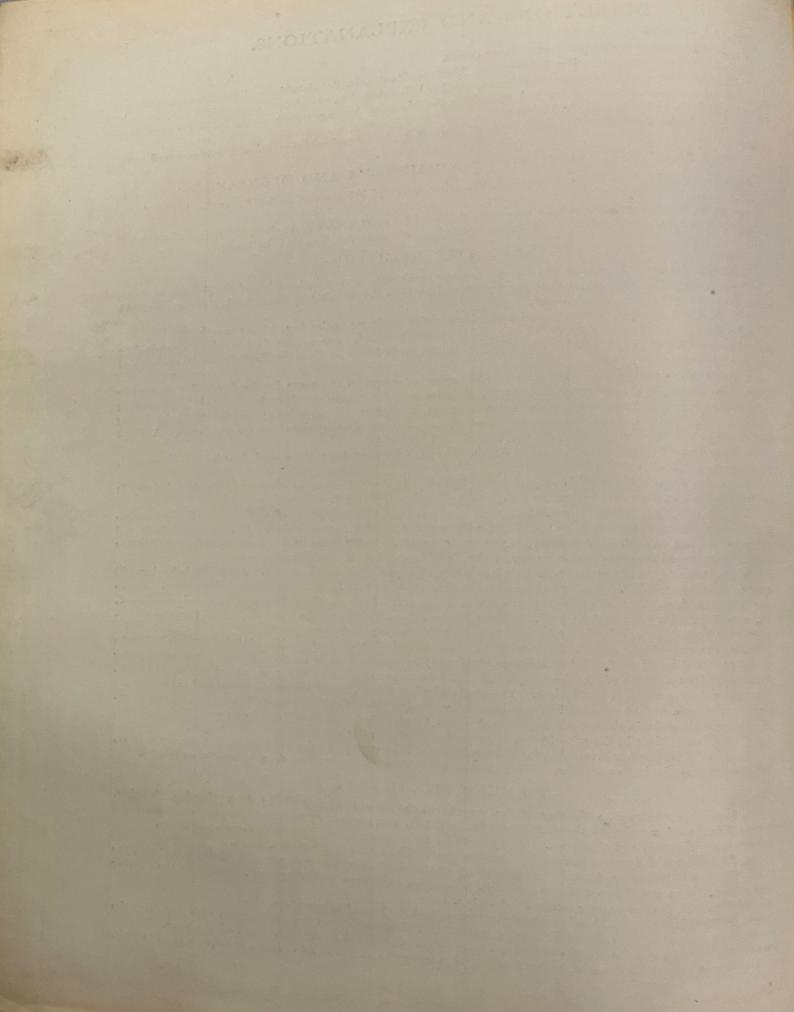
2. At the end of the month add the columns, and write the totals at the foot of each.

3. The sum of presences, both forenoon and afternoon, divided by the number of half days, will give the average attendance; and the sum of the numbers belonging, forenoons and afternoons, divided by the number of half days, will give the average number belonging.

4. Fill the blanks in the Monthly Summary below, and the record is complete.

5. Note the precise time of the Teacher's arrival and departure from the school-room each day, with the time lost by absence, and the reasons therefor, in the columns provided at the right-hand of the page.

6. In the space at the lower right-hand of the page write the names of all visitors, or request them to do it.



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NAMES	PARENTS OR GUARDIANS.	RESIDENCES.	Age. Free Before	Date of Entering.	Date of Leaving.	REMARKS.
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NAMES	PARENTS OR GUARDIANS.	Residences.	Age.	Free Before War.	Date of Entering.	Date of Leaving.	REMARKS. From what School received; cause of leaving, &
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NAMES.	PARENTS OR GUARDIANS.	RESIDENCES.	Age.	Free   Before   War.	Date of Entering.	Date of Leaving.	From what School received; cause of learing &c
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nelon Marca	Harrison budon	Hendall Gun Camp			700		
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NAMES	PARENTS OR GUARDIANS.	Residences.	lge.	Free Before War.	Date of Entering.	Date of Leaving.	REMARKS. From what School received; cause of leaving, &c.
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NAMES.	PARENTS OR GUARDIANS.	RESIDENCES.	Age.	Free Before War.	Date of Entering.	Date of Leaving.	REMARKS. From what School received; cause of leaving, &c
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Day of Month,	Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	Present	Absent	Whole number belonging.	Present.	Absent	Whole number belonging.	Bemarks on Weather, &c.	Time of enter- ing school.	Time of leav-	Time of enter- ing School.	Time of leav- ing school.	Time lost by absence.	CAUSES OF TEACHER'S ADSENCE.		
19	Thursday Friday	3-8	0					38			-	Pleas and	9			3				
23 24 25 26 21 28 29	Wednesday Friday			Pher	str	zas	0	76 76	ile	g		Sternay	9			3 8				
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Totals																				
Totals		1						1												
Whole number admitted during the month, 102 Whole number left during the month, Whole number of different pupils, 102 Number always present, 20 Number always present and punctual, 20 Whole number of tardinesses, 100 Whole number of tardinesses, 100 Average attendance,* 100 Average number belonging,† 100 Per cent. of attendance on average number belonging,† Number promoted to School, 0 Number received from School, 0												DATE. 2.181/1-19	BY WHOM.  Mr A & New Very.  Mips Mary & Oliver.							
* Div school † Div of half ‡ Div the per	ide the total number of pres has been held, and the resul ide the sum of the whole nu days and the result is the a ide the average attendance cent, of attendance.	sences, i t is the mber b verage by the	forenco averag elongin numbe average	n and a ce atter ig, fore or belor whole	ofternoondance. noons and aging. noons and aging.	on, by t nd afte er belon	he nun ernoons	nber of , by the and the	half da numb result	ys er is										

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Day of Month.	Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	Present.	1	Whole number belonging.	10000	Absent.	umber ding.	Remarks on Weather, &c.	Time of enter- ing school.	f leav-	Time of enter- ing School.	of leav- school.	Time lost by absence.	CAUSES OF TEACHER'S ABSENCE,		
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the thinks	Monetay,	7 0 9	0 0 0 13-1	3 2	0 /	82 94 100 87 84	27 14 10 11 13	109 108 110 98	43 54 100 87 83	26 14 10 11 16	109 108 110 98	Cloudy " " " " " " " " " " " " " " " " " " "	9.15	12,15	12,4	-3	0	Nasted to late from a Dette y " " " " " " ".		
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als	MC	ONTI	HLY	SUN	лма	RY.	un					•		REC	ORD	OF	VIS	ITS.		
Whole number admitted during the month, 187 Whole number left during the month, 287 Whole number of different pupils, 120 Number always present, 20											- Ja	fang got Rew John Hindell  fan 70 Mr. a. E. Mewton								
Vho ver	nber always pres ple number of tar rage attendance, rage number bel cent, of attendan nber promoted to	edine * ongi	ng,†	-/	100 num	Fire	oelon	ging			1		Mish Hastie Carter Mr George Phillips							
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		Fo	RENO	0N.	Ar	FERNO	ON		1	TEAC	HER'S	CIME.	-					
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Day of Month.	Day of Week.	Admitted.	Left.	Tardy.	Dismissed.	Present.	Absent.	Whole number belonging.	Present.	Absent.	Whole number belonging.	Remarks on Weather, &c.	Time of enter- ing school.	Time of leav- ing school.	Time of enter- ing School.	Time of leav- ing school.	Time lost by a sence.	CAUSES OF TEACHER'S ABSENCE.
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7	Friday 5	0	3	7.	0	3-1	1	61	58		64	huting "	9.25		1231	O 13		
87	sure,	U	0)	0	U	21	7	0 /	Ose	eni	rs.	huting	1.20	12	17	1		
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19	Wednesday	0	0	10	0	3-4	4	3-8	33-	3	38		9,30	12	12,40	3	0	
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24	Monday Jueschag	4	0	3	0	3-8	4	62	5-8	4	62	Edd.	9.30	12	12.4	9	0	
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	Thursdays	0	9	13-	0	34	6	60	54	6	60		9.30	12	12,43	3	0	
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8	Friday	0	0	0	0	47	1	48	47	1	48	" "	9	12	12,40	- 2,30	10		
38	and the																		
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18	Monday	41	0	0	2	89	3	89	89	2	89	Sterm	9.30	12	12.39	B.	18		
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20	Melnesday	10	0	0	13	70	D	che	50	9	89	Splinded"	9,30	12	12.4		· ·	Humber Chaminan	
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acho	of has been held, and the	resuit	is the s	rerugo	Count	oons on	d after	noons	he the	numbe	r								
of he	school has been held, and the result is the average attenuance.  † Divide the sum of the whole number belonging, forenous and afternoons, by the number of half days and the result is the average number belonging.  † Divide the average attendance by the average whole number belonging, and the result is																		

, Teacher. TEACHER'S TIME. FORENOON. AFTERNOON. AFTERNOON. Day of Month. Time of leav-ing school. Day of Week. Time of leav-Time lost by a CAUSES OF TEACHER'S ABSENCE. Mynday 0 0 20 0 63 24 89 67 25 89
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Modehood 930 12K 930 12K 935 1251 3,30 0 Manday 3 3 1 0 76/187 Teacher taken sick - sick for remainder of terms -Warm - 9,30 1215 Totals RECORD OF VISITS. MONTHLY SUMMARY. DATE. Whole number admitted during the month, June Tot mr a & newton Whole number left during the month, Whole number of different pupils, Dea Nichols Number always present, Number always present and punctual, Whole number of tardinesses, Mu E. M. Robinson. Average attendance,\* Average number belonging,† Per cent. of attendance on average number belonging,‡ Number promoted to School, Number received from School, \* Divide the total number of presences, forencen and afternoon, by the number of half days school has been held, and the result is the average attendance.

† Divide the sum of the presence belonging, forencen and afternoons, by the number of half days and the central is the average number belonging.

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